



June 22, 2006

TO: Transportation Authority of Marin

FROM: Dianne Steinhauser, Executive Director

RE: Memorandum of Understanding with the County of Marin Regarding Staffing,
Agenda Item 6e

Dear Commissioners:

Executive Summary

TAM will require the ongoing assistance of County of Marin staff for FY 2006-07. The cost and revenues for the 2.5 Full Time Equivalents (FTEs) required are included in the draft FY 2006-07 budget. A Memorandum of Understanding between TAM and the County of Marin is required to retain the required staff and to establish the "not to exceed" amount to be paid to the County for staffing.

Recommendation: Staff recommends that TAM approve the Memorandum of Understanding with the County of Marin for staffing for FY 2006-07.

As TAM transitions to an independent agency integrating the functions of the CMA and Sales Tax Authority, staffing to the agency has evolved. Full time staff were hired in FY 2005-06 and additional staff will come on board in FY 2006-07. TAM's staffing needs for FY 2006-07 will be met in three ways:

- Through a Memorandum of Understanding with the Marin County Department of Public Works, TAM will retain 2.5 Full Time Equivalents (FTEs).
- TAM will have hired the 6 full time positions approved by the TAM Board.
- Project Management Oversight consultants will continue to support TAM.

The draft FY 2006-07 TAM budget includes planned expenditures and revenues for all of these staffing needs.

An integral part of the Workplan for the upcoming fiscal year is to maintain the ongoing planning efforts for the Community Based Transportation Studies, coordination of the TLC/HIP program, finalizing the TOD/Pedestrian Toolkit, and managing the completion of bike plan updates. TAM will also continue manage the RM2 program in the Greenbrae Corridor, update the CMP, and perform transportation modeling required for the CMP. These activities are outlined in the FY 2006-07 Workplan and will be performed largely by County of Marin staff retained by TAM.

The County of Marin and TAM agreed in a previous MOU that the County would increase its staffing at TAM's request, and that TAM would fund a Senior Civil Engineer position with the

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County through December 31, 2009. The County provides an annual budget for staffing prior to the start of each fiscal year for this agreement. In addition to the Senior Civil Engineer, one Senior Transportation Planner (one FTE) and one Associate Civil Engineer (.5 FTE) currently employed by the Department of Public Works are required to meet TAM's staffing requirements in FY 2006-07.

The cost for salaries, benefits, and overhead for the 2.5 FTEs required is estimated at \$394,577. This amount is included in the draft FY 2006-07 budget and is identified as the maximum amount TAM will pay for the County staff in the attached MOU.

Recommendation

Staff recommends that TAM approve the Memorandum of Understanding with the County of Marin for staffing for FY 2006-07.

Attachment: MOU Between the County Of Marin and the Transportation Authority Of Marin
Regarding Staffing

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE COUNTY OF MARIN AND THE
TRANSPORTATION AUTHORITY OF MARIN REGARDING STAFFING**

WHEREAS, the Transportation Authority of Marin (TAM) is authorized under Public Utility Code Section 180106 and TAM's Administrative Code Section 103.1.n. to contract for staffing;

WHEREAS, on June 22, 2006, TAM adopted its budget to include the following staffing:

1.0	Senior Transportation Planner
0.5	Associate Civil Engineer
1.0	Senior Civil Engineer

WHEREAS, the County of Marin (COM) agrees to provide the required staffing to TAM at COM's cost;

WHEREAS, the parties agree that TAM intends to have independent staff for FY 2007-08;

WHEREAS, the COM and TAM agreed in a previous MOU that the COM will increase its staffing to fulfill a request of TAM, and that TAM agreed to fund a Senior Civil Engineer position with the COM through December 31, 2009, and that COM agreed to provide an annual budget for staffing prior to the start of each fiscal year;

NOW THEREFORE BE IT RESOLVED that the County of Marin shall provide the above staff to TAM for the 2006-07 fiscal year; and

BE IT FURTHER RESOLVED that TAM agrees to reimburse the County of Marin within thirty days of an invoice for staffing expenses, not to exceed \$394,577 for FY 2006-07.

COUNTY OF MARIN

TRANSPORTATION AUTHORITY
OF MARIN

President

Chair

Date

Date

Approved as to Form:

Approved as to Form:

By: _____
County Counsel

By: _____
Attorney for the Transportation
Authority of Marin